



Shanghai American School Educational Technology, Electronic and Digital Network Acceptable Use Practices and Procedures (AUP)

Introduction

The Shanghai American School can provide students, visitors and employees with access to the school's Voice and Data Network, which may include the Internet, e-mail, and telephone access, and any future electronic digital communication devices.

The digital network (including all equipment and computers at all school sites) is the property of the Shanghai American School and is to be used for the purpose of educating students and conducting school business as outlined in the procedures contained in this AUP.

The proper use of the Internet and digital network, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, visitors and employees of the school.

Purpose

The acceptable use procedures provides guidelines to ensure the safety, reliability, accountability, network and data integrity and security of the digital network and other school technology resources. It also protects our students, staff and technology resources. The acceptable use procedures also provide guidelines for public web content publishing.

It does not outline expectations for technology integration or instruction.

Guidelines for all users of Shanghai American School Network and Technology Resources

Acceptable Use of the Digital Network of the Shanghai American School

Acceptable use of the digital network shall:

- Support education and research consistent with SAS technology plan and curriculum goals. Reflect behaviors consistent with the school's mission, vision, core values and EAGLES.
- Be consistent with the school rules appropriate to network access.
- Not violate any of the prohibited activities.
- Require that students/parents, employees and visitors who access our network with school or personally owned electronic equipment ANNUALLY sign this Acceptable Use Agreement which is to be kept on file at each school department.
- Require that any employees, students or visitors who bring any personally owned devices or other electronic property to schools or offices first obtain permission by completing the *Waiver for Personal Electronic Property* form contained in this Acceptable Use Procedure. In addition they must sign this AUP.

Prohibited Activities

- Any use constituting a crime or violates Chinese national or international law.
- Any use that would make the user or the School liable in a legal action or that could adversely affect the School's eligibility for any grant, certificate, status, waiver, or benefit.
- Any use related to a violation of applicable codes of conduct.
- Any fraudulent or deceptive use.
- Installation and use of any software that contains or comes bundled with spyware, adware, or other malicious code, or is deemed inappropriate or non-necessary for official school functionality or use.
- Unauthorized use of utilities or software applications that interfere, disrupt or gather information about remote school owned network or technology resources.
- Users must not offer network infrastructure services such as DHCP, Dynamic Host Configuration Protocol, and DNS, Domain Name Service.
- Unauthorized modification or repair of School owned technology resources and network infrastructure.
- Subverting, attempting to defeat or disabling installed web or network access filters, workstation security software, antivirus software or other features, network firewalls or other measures in place to secure the school's technology resources.
- Users must not offer alternate methods of access to Shanghai American School technology resources such as modems and virtual private networks (VPN 's).
- Computing resources are not to be used for commercial purposes or for personal financial or other gain.
- Violating terms of applicable software purchase, licensing, or acquisition agreements or infringing any patent, copyright, trademark, or other intellectual property right.
- Use of remote access software or services to access remote computer networks, workstations or servers from school owned technology resources.
- Use of file sharing software and or services to access or share files, folders or other digital information.
- Use of internet conference or web video conferencing software or services that transmit unauthorized student images, video or other identifiable information to remote users. Publishing, altering or deleting code, content, or data without appropriate authorization. Publishing defamatory, scandalous, illegal, harassing, threatening, intimidating, or unlawfully obtained matter, or matter provoking or promoting violence.
- Willfully transmitting damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damaging or disrupting any computer facility, software, or data. Willfully accessing or attempting to access protected data, files, web pages, or computers (wherever located) without appropriate access rights.
- Willfully performing an act that is likely to interfere with the operation of computers, terminals, peripherals, or networks.
- Willfully wasting/overloading computing or network resources. This includes maintaining open telephone or data transfer connections.
- Willfully acting in such a manner as to bring disrepute to the Shanghai American School, or any of its faculty, students, staff, or others.
- Willfully publishing or displaying material that injures or invades the privacy of others. Setting up or maintaining private servers without explicit written permission from Shanghai American School Information Technology Department.
- Purposeful use or experimentation with software or hardware that is known to cause inoperability or downtime.
- Any use specifically prohibited by the Superintendent, Deputy Superintendent or Information Technology Manager, or his or her designee after written warning.
- Users of the digital network understand there are laws prohibiting spam mail, unsolicited mail or mass mail or chain letters. Users will not monopolize Internet access or negatively affect the bandwidth in any manner that transcends normal computer use. No user is authorized to use technology resources for political lobbying or other forms of political support and/or using technology resources to advertise products or services that are not approved by the School Board.
- Willfully publishing, storing, displaying, transmitting, playing, or editing material that is obscene,

- threatening or otherwise inappropriate.
- Schools and divisional departments are not authorized to setup, configure, operate or provide any public server based services which include and are not limited to: Domain Name Service, Web, File Transfer Protocol, RTSP, ICQ (chat) and the like.

Enforcement

- Users who violate these procedures may be denied access to Shanghai American School computing or technology resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal. Alleged violations will be handled through the Shanghai American School disciplinary procedures applicable to the user.
- The Shanghai American School may suspend, block or restrict access to an account or user, independent of these procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of Shanghai American School or other computing resources or to protect the Shanghai American School from liability. The Shanghai American School may also refer suspected violations of applicable law to appropriate law enforcement agencies.
- The Shanghai American School reserves the right to disallow access to technology resources in order to protect the technology resources owned by the school. In addition to this, the school reserves the right to uninstall any software which interferes with the functionality, security or integrity of school owned workstations and other technology resources. The school principal will be notified if any actions are taken.
- Users of school owned technology resources are responsible for the security and safe-keeping of these resources at all times. Also, users can be held responsible for violations of this AUP if their system is used with or without their permission to violate any portion of this AUP or any applicable codes of conduct or laws.
- AUP violations will be tracked by schools and departments to prevent future occurrences.

No Expectation of Privacy

As providers of the computer equipment and digital network, the school reserves the right to monitor all users' communications on the school's digital network, even with remote equipment. This authority is based on ensuring the appropriateness of school communications so that random computer checks may be done. Each user must have written acknowledgement of clearly understanding this procedure. The act of annually signing this document signifies the user clearly understands the procedure and agrees to execute this procedure in good faith.

E-mail

For purposes of this document, e-mail includes point-to-point messages, postings to newsgroups and any electronic messaging involving computers and computer networks. Organizational e-mail accounts, including those used by student organizations, are held to the same standards as those for individual use by members of the Shanghai American School community. E-mail is also generally considered public record to the same extent as it would be on paper communication. Shanghai American School hosted and supported email accounts are made available to school employees only. Any email accounts or software which is not considered school standard will not be supported or maintained by school technology staff or resources.

A. User Responsibilities

- Your Shanghai American School e-mail account is for your use only. You must not let anyone else use your account. You are responsible for all activities that originate from your computer account.
- You are responsible for the security of your password. You should choose passwords that cannot be easily guessed. Passwords must be safe guarded and not shared with others. You are responsible for understanding, following, and keeping up to date with Shanghai American School e-mail service procedures. You must comply with all Shanghai American School policies or procedures. You must comply with all rules and regulations posted in school computer areas. You must also follow all rules established for remote networks you access.

- You must use your correct name to identify your account, either when you apply for an account or first use an account that was provided by school staff. All other personal information must be supplied when requested and must be correct and current. You must use your correct name and computer account in all electronic mail and messages.
- You are responsible for protecting your files from reading or writing from unauthorized users.
- Users must comply with public record retention laws when deleting e-mail.
- Users are responsible to avoid vulgar or inappropriate language when using e-mail. Users may be held liable for deleting computer data that is subject to legal prosecution or spoliation claims (the act of destroying evidence in advance or during litigation).

B. Use of E-mail

While not an exhaustive list, the following uses of e-mail by individuals or organizations are considered inappropriate and unacceptable at the Shanghai American School.

In general, e-mail shall not be used for the initiation or re-transmission of:

- Chain mail that misuses or disrupts resources - e-mail sent repeatedly from user to user, with requests to send to others.
- Harassing or hate-mail - Any threatening or abusive e-mail sent to individuals or organizations that violate Shanghai American School rules and regulations. Virus hoaxes.
- Spamming or e-mail bombing attacks - Intentional e-mail transmissions that disrupt normal e-mail service.
- Junk mail - Unsolicited e-mail that is not related to Shanghai American School business and is sent without a reasonable expectation that the recipient would welcome receiving it.
- False identification - Any actions that defraud another or misrepresent or fail to accurately identify the sender.
- E-mail content that is not considered staff or school business related. Transmission of unprotected student data including information that specifies any student name(s), number(s), and/or student record(s).

Anonymous E-mail, Chat Rooms Discussions, or Bulletin Boards

Users of the digital network are not allowed to send or forward anonymous or pseudonymous email through an e-mailer or other software or decoding devices. Additionally, no chat room or bulletin boards will be accessed for sending, forwarding, uploading, or downloading unless they directly support the school curriculum. These forums are considered open areas for administrative or criminal investigations, and users have no expectation of privacy.

No chat room or bulletin board will ever be used as a forum for negative, offensive, harassing, illegal or defamatory discussions.

Copyright Infringement

Users of the digital network may not upload, download, transmit to another computer, print a hard copy or commit any infringement upon the exclusive rights of reproduction, distribution, adaptation, public performance and public display of an on-line or off-line copyrighted work. Not all works on the Internet or intranet are in the public domain.

Trademark Infringement

No symbol, logo, phrase, or other trademark from a document, website, or other source may be uploaded, downloaded, linked, or in any way transmitted without the express permission of the trademark owner.

Passwords

Passwords are for internal use and are not to be distributed to anyone without expressed permission of the Information Technology Manager. Employee (teacher/administrator/school staff) system or school application passwords shall not be shared with or disclosed to students, interns, other employees, visitors or friends. System or school application passwords include access to the Shanghai American School network or other school applications. Passwords are tracked for accountability and security to a specific user. Passwords do not create an expectation of privacy when it comes to monitoring and internal or criminal investigations.

Remote Use of Computers

Use of computers away from the traditional school sites includes, but is not limited to, home, car, hotel, and other off-site locations. Users shall have no expectation of privacy when conducting school business at off-site locations. Additionally, users must adhere to all the same procedure restrictions as if they were using the computer at the school site when conducting school business.

Modification or Repair of School Technology Devices and Network Infrastructure Equipment

- Users must not attempt to implement, configure, or create their own network infrastructure. This includes, but is not limited to, basic network devices such as hubs, switches, routers, network firewalls, and wireless access points.
- Wireless access points must be authorized by the Information Technology Department. Users must not offer or configure alternate methods of access to Shanghai American School technology resources by using modems and virtual private networks (VPN 's) or by other means. Users must not offer or configure network infrastructure services such as Dynamic Host Configuration Protocol and Domain Name Service. Exceptions to this procedure must be approved in writing by the Information Technology Manager.
- Users shall not attempt to repair or modify school owned technology resources. All requests for repair or service shall be forwarded to the school or school technology support personnel for resolution. Those who damage a system due to improper or unauthorized repair or other misuse may be held liable for the repair or replacement costs where applicable.
- Schools and departments are prohibited from designating, sponsoring or assigning students to perform any kind of maintenance, repair, configuration or installation services to support school owned technology devices.

The Use and Operation of Personally Owned Technology Devices or Electronic Property

Students, staff and visitors who are authorized to use or operate personally owned devices must adhere to the following:

- Shanghai American School employees are not authorized to perform any repair, configuration or maintenance on personally owned technology resources, that are brought to school property or present during school sponsored activities including both software and hardware resources.
- School employees are also not authorized to install any software on technology devices owned by other individuals. Any student, teacher, administrator or visitor who wishes to bring and/or operate their personally owned technology devices must apply and obtain permission from the local school or department via the *Waiver for Personal Electronic Property* form contained in this Acceptable Use Procedure.
- Schools and departments are prohibited from designating, sponsoring or assigning students to perform any kind of maintenance, repair, configuration or installation services to support personally owned technology devices that are brought to school property or present during

- school sponsored activities.
- Students or staff who are authorized to bring and/or use a personally owned technology devices are responsible for the safe keeping and proper use of their property. Shanghai American School is in no way liable for any loss or damage for personally owned devices.
- Schools/Departments shall not make provisions to hold or store personally owned devices. Employees shall only use personal cell phones during scheduled break periods.

Terms and Conditions

- All terms and conditions as stated in this Acceptable Use Procedure are applicable to all users of the network and school technology equipment.
- Any violation of the Acceptable Use Procedure could lead to the revocation of the network and computer access privileges, disciplinary action and/or appropriate legal action as outlined in Section 3, Enforcement, of this procedure.

Amendments

This procedure may be amended or revised from time to time as need arises. Users will be provided with copies of all amendments and revisions.

Additional Guidelines for Students

Student users must adhere to the following additional guidelines:

- Students will follow teacher instructions regarding the use of the Shanghai American School digital network.
- Students must observe and adhere to all regulations when using any digital device on school campus or during sponsored events including cell phone use as outlined in the Student Conduct Code.

Additional Requirements for Teachers/Administrators

Teachers, administrators and other employees are required to comply with the following:

- Teachers and administrators shall utilize their standard computer system that meets the administrative standard (outlined in the school Technology Plan- *to be developed*).
- Under the school Technology Plan key school administrators are provided a dedicated computer system that meets school standards for access and performance. These systems are to be used solely by administrators for security reasons. Student use of administrative computer systems that access school applications or network and data resources is prohibited.
- Teachers and administrators are responsible for the safe keeping of all content (data security) and appropriate use of the system at all times.
- Teachers and administrators are responsible to comply will all security directives. Employees who are assigned school owned technology devices (i.e., notebook computer, cell phone, PDA, etc.) are responsible for the protection and safe keeping of these devices. Employees will be liable for any costs needed to repair or replace any assigned device that is lost, stolen or damaged due to negligence. Each incident will be reviewed by the building principal and Deputy Superintendent on a case-by-case basis to determine liability.

Web Page Guidelines

Administrator/Webmaster

The Communications and Development Director and School Webmaster are responsible for maintaining the official Shanghai American School web site that presents information about the school.

All official Shanghai American School websites (which includes all school, teacher, or classroom web pages for educational purposes) must be hosted from school owned and operated computer server(s) on school property and must adhere to procedures and guidelines of the Acceptable Use Procedure for the Shanghai American School Digital Network.

External websites that are linked from school websites must adhere to the requirements outlined in “**Links**” below. The goal for official school websites is to provide a safe web based communication tool to better inform parents, school staff, students and the community on school programs and events.

Rationale

School web pages are public documents welcoming the outside world to the school and linking students and staff to outside sources of information. Guidelines are required in the construction of school web pages to ensure that information on the pages is appropriate for any Internet user to access and is free from advertising or news items which may not be appropriate for students. Web pages must support the educational mission, vision and core values, of the Shanghai American School.

- In producing informational/educational web pages, the following goals will be considered:
 - Introducing outside visitors to the school and its programs.
 - Sharing the school's successes with the world.
 - Linking students and staff to good outside information resources.

Guidelines for Shanghai American School Teacher Websites

- ❖ All Shanghai American School (SAS) websites must be academic, school, and/or department-related.
 - Teachers will notify their building supervisor that they have a school-related website.
 - Teacher websites will be checked periodically to ensure that information presented is current, accurate and appropriate and that the site functions properly. If it is determined by administrators that the website is not adding to or fostering the educational process of SAS, the website and/or links to the website may be removed.
 - Teachers may not use their school website for personal use. i.e., file storage/transfer or personal photo displays.
 - Content should not put Shanghai American School, any group or individual in disregard.
- ❖ If a parent requests that their child's photos and/or names **not** be published, it is imperative that no website related to the school contains this information.
- ❖ All webpage links, scripts and code should function as expected.
- ❖ The author of the web site will be responsible for ensuring that the information is **correct** and **current**.
- ❖ Correct grammar and spelling should be used.
- ❖ “Under construction” or “coming soon” on web pages will not be used.
- ❖ The email address of the web author should be on the homepage of the website.
- ❖ Student work published will be reviewed and approved by the sponsoring teacher/administrator.
- ❖ Web pages with links to external websites will carry this disclaimer. *“Shanghai American School is not responsible for any content off this website. Please contact the web author if any inappropriate links are found so that they can be removed.”*
- ❖ No unlawful copies of copyrighted materials may be knowingly used on the website.
- ❖ Websites hosted on SAS servers should contain no commercial advertising unless endorsed by Shanghai American School. School web pages may contain only small acknowledgments of school partnerships or sponsorships when approved by the communications office. Web pages may provide links to partner/sponsor web home pages.
- ❖ In order for the teacher's web site to be linked from a school server/domain it must meet the following design features:
 - The name, address, and main telephone number of the school.
 - A link to return to the school website's home page.
 - A link to contact the school webmaster or principal.
 - A link to the School website.
 - A layout that is consistent with all other school websites.
 - Site-wide navigation linking to the key areas of the school website. The name of the school inside the <TITLE> tag.
 - Avoid "Under Construction" or “Coming Soon” notices on web pages; construct the page before placing it on the Web. If such notices are necessary, do not keep them on any page longer than four (4) weeks.
 - The date of the last update to a web page or file should be included on information that is time-

- sensitive.
- Images should be displayed with width and height set. Images with a large file size exceeding 50 kilobytes should be avoided. Include a brief description of the image in the <ALT> tag.
- Pages should accommodate a variety of popular web browsers, including text-only browsers.
- Documents created in Microsoft Word, Excel, Publisher or other word processing programs should be posted as PDF (Portable Document Format) files whenever possible. Avoid posting documents exceeding 2 megabytes in size.
- Avoid adding content or files that require unusual plug-ins or uncommon software to be viewed. If such content is necessary, include a link to download or install the required plug-in or software.
- Pages must be proofread for spelling, grammar and content accuracy before they are displayed.
- Periodically check the links on your web pages to ensure that they do lead to their intended location.
- Facilitate navigation between each of your web pages, preferably in the left-hand navigation column of your web page.
- Keep URLs as simple as possible by giving files and folders succinct names and avoiding the use spaces and special characters in those names.
- All webmasters, teachers, and staff who create and edit web pages should retain backup copies of their web pages.

Content of Web Pages

The content of school web pages must be consistent with the educational mission, goals, strategic plan and objectives of the Shanghai American School and School Board Policies and Procedures. Material placed on web pages is expected to meet academic standards for proper conventions and accuracy of information.

The Shanghai American School Communications Department reserves the right to immediately stop access to or from any site which may be in violation of this AUP or otherwise poses a risk to the school network, personnel or other technology resources.

Links

All links to external website and/or files will be in support of education and research consistent with the school mission, vision, core values, and objectives and are subject to final approval by the Communications Department.

Respecting Copyright

Copyright will be respected. The author of the web page will not use copyrighted materials without permission.

Claiming Copyright

Copyright may be claimed by the author for original work. The Shanghai American School Acceptable Use Procedure clearly states that there is to be no commercial use of the school's Internet connection.

Web Content Developed by Staff

- Classroom or teacher web pages (defined as pages that contain information about curriculum, class activities, homework, or other information directly related to education) are encouraged and must comply with the Acceptable Use Procedure. All teacher web pages shall be approved by each school's webmaster.
- Personal web pages, however, (defined as pages that contain personal information about a school employee, their family, and/or their interests not related to school) are NOT permitted on school servers.
- Employees are permitted to have personal web pages hosted on non-school web servers, but those personal web pages must NOT contain work-related information, except for the purpose of a resume. Personal web pages shall NOT identify teachers, staff or administrators as Shanghai American School employees through their text, links, email addresses, phone numbers, images, or other types of media. If a school employee maintains a personal web page on an external server (not on a school web page), that web page shall not be referenced in any way on school web pages.

Web Content Developed by Students

As part of class/course projects, students may be developing and publishing content on web page(s) for the Internet. Publishing web pages is similar to publishing a newspaper with text and pictures. Student photographs, drawings, and written work that are published on a class or school page may NOT contain any personal information that can be linked to the student. Teachers may use first names and last initials or other codes, such as the teacher's name and a number for each student within the web page and with all file names.

The following procedures apply:

- Student web pages (web pages profiling a student) are prohibited. No web page shall contain a student's phone number, address, e-mail address, club/team membership, opinions, or other personal profile information.
- Students may create "content" pages, under their instructor's supervision, pertaining to class, events, or activity, but not pages containing personal details such as full name or address, etc., as stated above.
- Students, who create blog (Web Log) content or podcasting files must comply with this AUP, follow the direction and supervision of their instructor and be used for educational purposes.
- Blogs in use by Shanghai American School students must be registered with their local school or department with an accountable publisher and content approver who is responsible for all content posted to the blog.
- Personal home pages for students are NOT permitted on school servers.
- Students are not authorized to share or post personal photos and other profile information to public websites (or school websites) when using school or personally owned electronic devices on school property or during any school sponsored activities.
- The Shanghai American School Information Technology Department does not warrant nor guarantee access or data integrity of student developed web content. Any and all web content created for class projects or course work should be backed up frequently using local resources

External Websites

This section pertains to external websites that wish to be linked from a school website where they provide a benefit and promote the school mission.

The goal is to enable links to clubs or organizations that are by design to remain independent of the school that provide a benefit.

All external websites that are linked from a school website shall comply with the following procedures:

- They shall clearly show that they are not the official school site and are not in any way being updated or maintained by the school staff. External sites shall not display the school's address or imply that they represent the school.
- School websites shall prompt the user when linking to external sites that they are leaving the school website.
- External websites shall post clear disclaimers that they are not official websites of the school.
- External sites shall not contain any inappropriate content.
- External sites shall not link to any other websites that contain inappropriate content.